

**Post title:** Teaching Assistant (Level 3)

**Salary and grade:** NJC 12-17 (Grade F)  
FTE £29542 - £32046 (actual  
salary £25205 - £27342)

**Hours:** 36 Hours per week, term time  
only, plus 5 days

**Line manager/s:** Class Teacher/Academy  
Leadership Team



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### Main purpose of the job:

To support the planning and delivery of high-quality learning and care for children and young people with complex special educational needs, both in and out of the classroom.

This includes delivering specific, targeted intervention programmes on a 1:1 or small group basis.

This includes covering absent teacher colleagues, as necessary.

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### Key duties and responsibilities

Responsible to the Class Teacher and Academy Leadership Team for providing support to students, the Class Teacher, the curriculum and school.

#### **Support for Students**

- Attend to the students' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and provide support for students, ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education Plans and behaviour plans.
- Establish constructive relationships with students and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all students.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

#### **Support for Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.

- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning and delivery of learning activities.
- Cover absent teachers, as required, and supervise the delivery of the curriculum.
- Monitor students' responses to learning activities and accurately record achievement and progress as directed.
- Provide regular and detailed feedback to teachers on students' achievement and progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing.

## Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activity and assist students in their use.

## Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- Willingness to undertake Key Working training and responsibilities associated with this role if required.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## Other Duties

- Other such reasonable duties as determined and delegated by the Class Teacher, Academy Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder.
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

		Essential	Desirable
<b>Qualifications, Skills &amp; Knowledge</b>	Level 3 or equivalent qualification (e.g. CACHE/NVQ) in childcare or education or other relevant area	•	
<b>Experience</b>	Experience of working with children and young people with Special Educational Needs and Disabilities	•	
	Experience of working with national curriculum and other strategies in a school environment	•	
	Experience of leading group or whole-class learning	•	
<b>Thinking Ability</b>	Passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	Understanding of relevant policies and awareness of relevant legislation	•	
	Understanding of child development	•	
	Understanding of Individual Education Plans	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	Capacity to use ICT to improve the quality of provision	•	
	Awareness of the need to maintain confidentiality	•	
<b>Personal Effectiveness</b>	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for students	•	
	Ability to work with children and young people that present challenging behaviours	•	
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge children, young people, self and others	•	

		Essential	Desirable
<b>General</b>	The flexibility to meet the full range of job requirements	•	
	Commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	Understanding of and commitment to equal opportunities	•	